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ABSTRACT

The 1975 handbook focuses on the major areas of college administration, faculty policies and procedures, the instructional program, and conditions of employment. Faculty membership and responsibilities are described, along with committees, Faculty Senate, departments, and seminars. The instructional program is discussed with regard to curriculum, advising and counseling, teaching load, schedules, grading, field trips, student assistances, fellowships, and college services. Conditions of employment include such topics as contracts, outside employment, attendance, leaves, insurance, retirement, educational benefits to children and spouses, and faculty loans. Policies on appointment, tenure, and promotion are also presented in detail. (LBH)

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BETHANY COLLEGE

FACULTY HANDBOOK

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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TABLE OF CONTENTS

I. ADMINISTRATION OF THE COLLEGE.....1
Officers of the College.....2

II. THE FACULTY
Membership and charter responsibilities.....4
The general faculty meeting.....5
Committees of the general faculty meeting.....7
Welfare Committee.....8
Faculty Personnel Committee.....9
Budget Committee.....10
Committees of the faculty-appointed.....12
Faculty Senate.....20
Faculty Departments.....21
Faculty Seminars, Colloquia, Convocation.....22

III. POLICIES AND PROCEDURES FOR APPOINTMENT, TENURE, AND PROMOTION.....23

IV. THE INSTRUCTIONAL PROGRAM
General procedures-the Catalog.....36
Curriculum.....36
Advising and counseling.....37
Freshman Studies.....39
January Term.....41
Practicums.....44
Senior Year.....47
Continuing Education.....49
Teaching load.....52
Class Schedule and Classrooms.....53
Grading.....54
Class records.....56
Field Trips.....57
Student Assistants.....58
Senior Fellowships.....59
Library policies and procedures.....60
Library Media Center.....63
Bookstore policies and procedures.....66
Faculty offices.....70
Secretarial services.....71

V. CONDITIONS OF EMPLOYMENT
Contracts.....72
Outside employment.....72
Attendance at Professional Meetings.....73
Sabbatical leave.....75
Leaves of absance.....77
Infirmary.....77
Sick Leave.....78
Insurance.....78
Retirement.....79
Educational benefits-Children and spouses.....81
Faculty Loans.....83
Purchases at Discount.....83
Housing policy.....84

I. ADMINISTRATION

Bethany College is a private foundation chartered under the laws of the Commonwealth of Virginia on March 2, 1840. When West Virginia became a separate state in 1863, Bethany continued to operate under its original charter, later confirmed by the new state.

Bethany has continued from 1840 to the present time as a four-year private college with a self-perpetuating Board of Trustees.

The religious body known variously as the Christian Churches, Disciples of Christ, or Churches of Christ has been and continues to be a significant factor in the support and encouragement of the College, but it does not control it. That control is vested in the Board of Trustees alone.

The Board of Trustees is presided over by the President of the College. Its membership is limited to thirty. Members serve three-year terms but are eligible for re-election. There are no religious or other restrictions or qualifications for Board membership. Two regular meetings are scheduled, in November and May.

Officers of the College

The President and Treasurer are elected annually by the Board of Trustees. The Board appoints from the faculty one or more deans of the college. The other officers of the College are appointed by the President subject to the approval of the Board of Trustees. As the Organizational Chart on the following page shows, each aspect of the life of the College is under the oversight of one or another of these officers. This does not imply, however, a tight compartmentalization of either function or personnel. On the contrary, the character of the College as an organic whole of common goals and interests is shown in various ways. Under the charter of the College, the President, acting with the authority of the Board of Trustees, is ultimately responsible for all elements of the College.

The principal operating committee of the College is the Executive Committee. The permanent members are the President, the Dean of the Faculty, the Dean of Students, the Provost and the Business Manager. Major questions covering all areas are discussed by this committee.

C. H. Underwood
President - 7111

J.S. Callebs-7311
Dean of the Faculty

J.S. Callebs-7311
Academic Departments

J.M. Kurey-7831
Registrar

J.M. Kurey-7831
Institutional Research

L. J. Frye-7321
Library

January Term

H. L. Lester-7931
Freshman Seminars

J.M. Kurey-7831
Summer School

R.G. Goin-7240
Athletics

Practicums

J.S. Callebs-7311
Senate

L. B. Cayard-7910
International Education

J.S. Callebs-7311
Faculty Committees

R.P. Williamson-7908
Dup.Center/Sec.Pool

J.S. Callebs-7311
Academic Accreditation

R. A. Sandercox-7631
Dean of Students

J. S. Cunningham-7631
Counseling

T.W. Bunnell-7631
Financial Aid

J. S. Cunningham-7631
Testing

J. M. Lancaster-7631
Housing

W.M. Bortz-7611
Admission

N.W. Ault-7631
Placement

D.B. Nicholson-7901
Renner Union

J. F. Sykes-7567
Health Service

W.B. Allen-7138
College Chaplain

D.B. Nicholson-7901
J.M. Lancaster-7631
Sororities & Fraternities

J. M. Lancaster-7631
Residence & Dining Halls

R. A. Sandercox-7631
Student Organizations

D.B. Nicholson-7901
Summer Conferences

J. M. Lancaster-7631
Security

R.S. Sandercox-7631
College Council

Provost of External Affairs
J.G.Patterson-7412

Development
C.R. Aldrich-7221

Public Relations
T.C. Bane-7411

Alumni Affairs
R.L. Lohman-7141

Church Relations

J.A. Graham-7211
Treas. & Business Mgr.

S.M. Jacob-7211
Accountant

J.L. Hoffman-7211
Collection & Disburse.

J.L. Hoffman-7211
Purchasing

G.W. Cox-7511
Physical Plant

L.E. Queen-7131
Computer Center

G.S. Bauman-7255
Bookstore

R.L. Ruggiero-7362
Food Service

L.J. Schwertfeger-7531
Mailroom

J.L. Hoffman-7211
Rental Properties

R.W. Conaway-7692
Heat Plant

J.L. Hoffman-7211
Bowling Alleys

G.P. Armitage-7625
Leadership Center &
Gresham House

T.W. Bunnell-7631
Gov't Grant Accounting

J.A. Graham-7211
Investments

J.A. Graham-7211
Non-Academic Personnel

J.A. Graham-7211
Faculty & Staff Benefits

II. THE FACULTY

Membership of the Faculty

The President, the Vice Presidents, the Deans, the Librarians, the emeritus faculty, and all personnel with teaching responsibilities are members of the faculty.

Responsibilities of the Faculty*

"The faculty shall have the power to adopt and to enforce such rules as may be deemed expedient for the good government of the College not inconsistent with the By-Laws of Bethany College and not disapproved by the Board of Trustees.

Within the limits imposed by the Board of Trustees and the mode and course of instruction and education established by the President, the faculty shall have the power to direct and supervise the academic and educational activities of the College.

The faculty shall have the sole power and authority to nominate students of the college for such awards, diplomas, and degrees as it deems that they merit. The faculty shall have the power and it shall be its duty, subject to the right of disapproval by the President or the Board of Trustees, to establish principles and methods for ascertaining the proficiency of students and for the assignments of honors."

*Article IV, Section 6, By-Laws of the Charter of Bethany College, adopted by the Board of Trustees on October 13, 1951.

General Faculty Meeting

Faculty meetings are held at the call of the President or Dean of the Faculty, usually once a month during the Fall and Spring semesters. Full-time faculty members are expected to be in attendance for all faculty meetings.

To vote on an issue brought before the meeting for decision, a member of the faculty as defined above must also be a full-time employee of the College who has completed at least one semester of full-time service to the College, or a Chairman or Acting Chairman of a department.*

OFFICERS OF THE GENERAL FACULTY MEETING

Presiding officer The President of the College presides at the General faculty Meeting. The Dean of the Faculty assumes the chair in his absence.

Secretary A secretary of the Faculty is elected at the first meeting of each academic year. Any member of the Faculty is eligible for election to this office. The function of the Secretary is to take minutes of faculty meetings, preserve them as a permanent record of action taken, and make them available for the inspection of members of the faculty.

*Adopted at the November 8, 1973 general faculty meeting.

Parliamentarian The President appoints a parliamentarian also at the first meeting of each academic year.

Faculty Representative to the Board of Trustees Each year at it's April meeting, the faculty elects a non-voting representative to the Board of Trustees. To be eligible for election, a faculty member must be on permanent tenure. The faculty representative attends all plenary meetings of the Board, usually presenting a brief report to the Board on behalf of the faculty, and serves as a source of information to the faculty on the events which transpire at Board meetings.

COMMITTEES OF THE GENERAL FACULTY MEETING

All faculty committees, with the exception of the Faculty Welfare Committee, the Faculty Personnel Committee, and the Faculty Committee on the Budget, are appointed annually by the President. Each spring the faculty is requested to indicate their committee preferences to the Dean of the Faculty who in turn makes recommendations to the President.

Student members of these standing committees are recommended to the President by the President of the Student Board of Governors. There are no student members of the Welfare, Personnel, and Budget committees.

Members of these committees of the faculty are listed in the directory of the college catalog.

Faculty Welfare Committee

This committee represents the faculty in any issues concerned with the conditions of faculty employment.

It consists of six members of the teaching faculty of the college who have been teaching in the college for at least three years. "Teaching faculty" is here understood to mean faculty who devote at least 90% of their work week to teaching, research, coaching athletics or directing musical or dramatic activities.

The members of the committee are elected to three-year terms. Annually at the April faculty meeting, two members are elected. Prior to the elections, the Secretary of the Faculty will distribute a list of eligible candidates.

Committee members shall be elected only by members of the teaching faculty as defined above, who have at least one semester's teaching residence at Bethany.

No member of the committee may be elected to succeed himself. A committee member who must be absent from the campus for a semester or longer shall resign and be replaced by another faculty member elected to serve the rest of the unexpired term. Any such member that serves a replacement term for one year or less shall be eligible to stand for re-election immediately after his term has expired.

The Committee shall elect its own chairman and other officers.

Faculty Personnel Committee

The Faculty Personnel Committee serves as an advisory board to the President and the Dean of the Faculty in determining practices and policies in appointment, promotion, and tenure. It shares with the department chairmen the responsibility of making recommendations to the Dean of the Faculty and the President on specific hiring, promotion, and tenure decisions. The Committee also makes recommendations in personal decisions concerning major administrative positions in the College.

The Committee consists of five members. One member is elected by the faculty from each of the academic divisions of humanities, social sciences, and physical-life sciences. Two members are elected by the faculty at large. Members serve three-year staggered terms. All members of the faculty who are within one year of officially receiving their tenure contract are eligible for membership, except that no member will be eligible for re-election within one year from the end of his previous term of office. A committee member who must be absent from the campus for a semester or longer shall resign and be replaced by another faculty member elected to serve for the rest of the unexpired term. Any such member that serves a replacement term for one year or less shall be eligible to stand for re-election immediately after his term has expired.

Elections shall be held annually at the April faculty meeting. Prior to the elections, the Secretary of the Faculty will distribute a list of eligible candidates.

Faculty Committee on Budget*

Scope and purposes The committee will exam all aspects of the college budget both in terms of revenues and expenditures. It shall be up to the discretion of the committee as to the detail into which it shall go in reviewing the various parts of the budget and the times at which it will do this.

The committee will: a)represent the viewpoint of the faculty in the planning and execution of the college's budget, b)provide a two-way channel of communication between those primarily charged with responsibility for financial affairs of the college and the faculty, c)give all possible help and counsel in assuring that the resources of the college are allocated in ways that best serve the goals of the college.

Procedures The committee will involve itself at least at the following stages of the budget cycle: a)preliminary planning of the following year's budget such as occurs in the November-January period, plus the finalizing stages through the spring, b)the revision of the current budget that occurs in the fall as enrollment figures are known and the outlook for the balance of the fiscal year becomes clearer, c)the review of the previous year's fiscal budget that occurs in the summer as final figures for the previous year become available.

The Committee will determine its own procedures in reporting its findings and recommendations to the administrative officers of the college and to the faculty. It shall be available for consultation with the financial committees of the Board of Trustees.

*The creation of the committee was approved at the October, 1974, general faculty meeting. This statement reflects the sense of that motion.

Membership of the Committee The Committee shall consist of five members of the faculty with one member being elected by the faculty from each of the academic division (humanities, physical-life sciences, social sciences), one member being elected from the faculty at large, and the fifth member being the faculty representative to the Board, all members shall serve three-year staggered terms.

All members of the faculty shall be eligible for membership, except that no member shall be eligible for re-election within one year from the end of his previous term of office. A Committee member who must be absent from the campus for a semester or more shall resign and be replaced by another member elected to serve for the balance of the unexpired term. Any member serving such an unexpired term of one year or less shall be eligible to stand for re-election immediately after his interim term has expired.

Elections shall be conducted annually at the March meeting of the general faculty by the Faculty Welfare Committee. The Committee shall appoints its own officers.

Academic Review

Reviews student academic records to apply faculty policies on good standing, probation, eligibility and academic dismissal; develops procedures and policies for the more efficient and equitable administration of the academic machinery (absence policy, grading system, records review, etc).

Admission

Reviews the academic and personal record of each applicant for admission; accepts or rejects applications for admission; develops admission policy.

Art Advisory and Collection Committee

Establishes policy for the procurement, exhibit, and maintenance of works of art which are to become part of the permanent collection of the college.

Cataloguing and inventory of said art, gifts, or acquisition of object d'art: antiques, artifacts, paintings, sculptures, etc.

Available as a consultant group involved with the design of the campus: improvements, structural innovations, etc.

Athletic

The Athletic Committee is concerned with both intramural and intercollegiate sports for men and women. It reviews schedules, facilities, finances, awards and Bethany's participation in the Presidents' Athletic Conference.

College Union Advisory

Board of Communication

The Board of Communication sets and reviews policies for WVBC-FM, the Bethanian, The Tower, The Harbinger, and Polyglot, and supervises the implication of policies. The BOC meets at 4 p.m. on the first Wednesday of each month to hear progress reports and plans of the members and to discuss application of policies. The Board allocates the budget to the five members and reviews expenditures. The Board appoints the student editors and student manager of the radio station following their nomination by a nominating committee. The President of the Student Board of Governors is the automatic President of the BOC. Other members include the student editors of the publications, the student manager of the station, and staff members from the faculty and administration. The staff members are appointed by the Dean of the Faculty. The Chairman of the Communication Department is the Secretary of the Board.

College Council

Considers all matters pertaining to the policies and practices of the college. Its membership is appointed from the senior administration and faculty, who are designated by the President and of all presidents of fraternities, sororities and house associations.

Computer Advisory

Continuing Education

Serves as an advisory group on Continuing Education in all matters pertaining to continuing education to include, but not be limited to, programming, promotion, funding and administration. The Committee will also serve as a program review board for all programs not being offered for Bethany College academic credit and as an advisory group to the Director.

Cultural Activities

Curriculum

Considers all matters and proposals affecting the adding and dropping of courses; course distribution and general requirements for graduation; establishment of departmental concentrations (majors); changes in curricular objectives and structure.

Faculty Development

Gans Award

Makes equipment and supply grants for specific research projects of junior, seniors, or graduates who have shown "evidence of merit and promise in the field of science." Grant applications are reviewed and grants approved at any time during the academic year.

Honors:

Receives nominations and appoints Senior Fellows and Senior Fellows-at-Large; works with the president, chiefly through the capacities of advisement and consultation, in relation to his selection of proposed recipients of honorary degrees; presents the names of those proposed for honorary degrees to the faculty; selects recipients of several college-wide honors; in cooperation with the Dean of Students,

coordinates various honors, awards and presentations made on Honors Day; selects certain personnel for the Honors Convocation and the honors banquet; should serve as the "clearing house group" for new and developing honors and special awards and honor societies that will be recognized in or constitute a part of the Honors Day program; and approves or recommends (for membership) those students who are eligible for membership in certain campus honor and/or special recognition societies.

Interdisciplinary Studies

The Interdisciplinary Studies Committee reviews, approves or disapproves proposals for concentration in an interdisciplinary field. It also counsels and advises the Director of Interdisciplinary Studies.

International Education

The International Education Committee coordinates, supervises and supports the international education programs of the College, including study abroad, foreign students at Bethany, and faculty development.

January Term

Reviews courses and administration of the January Term Program.

Library

Orientation

The Orientation Committee is responsible for establishing and maintaining a program for new students. There are three phases of the Orientation program:

(1) the matriculation process
(2) the pre-school orientation program
(3) an ongoing program

Thus, the Orientation Committee is concerned with student development from the time of acceptance through the completion of the student's first semester. The Committee needs to work very closely with the Director of Freshman Studies and the Dean of Students Office.

Practicums

Religious Life

Schedule and Calendar

Sets policy and guidelines for the construction of academic class schedules; develops the college calendar and submits it to the faculty; considers and advises on registration procedures.

Scholarship and Financial Aid

Establishes administrative policy for award of aids, based on examination of sources of such funds; advises the Dean of Students on problems arising within these programs.

Teacher Education Advisory Committee

Initiates, monitors, and reviews college teacher preparation programs and policies in accordance with institutional aims, state certification requirements and national accreditation standards, consortia arrangements with other institutions and school systems, and trends in teacher education. Recommends program and policy revisions to other committees concerned and or Faculty for appropriate action. Members appointed by President are broadly representative of professional education, arts and humanities, natural sciences, social sciences, physical education, and students.

Teacher Education Review Committee

Examines the academic records and personal qualifications of applicants for teacher education and either approves or issues qualifying recommendations to students and/or faculty advisors concerning their prospects for success in completing preparation programs and pursuing a teaching career; examines

academic and general qualifications of all applicants for student teaching; may recommend to responsible College officials concerning approval of applications for certification. Members appointed by the President are broadly representative of professional education and academic areas heavily involved in teacher education.

Testing

The Testing Committee is responsible for evaluating the various testing programs of the College. There are four categories:

(1) pre-entrance examinations
(2) freshmen testing program
(3) senior and national testing programs
(4) aptitude and vocational inventories

The Committee needs to continue to evaluate and re-define the testing programs of the College. The Bethany Plan and curricular change will require continual assessment.

Faculty Senate

The Faculty Senate is composed of all chairmen and acting chairmen of departments, other full professors on permanent tenure, the President, the Dean of the Faculty, the Dean of Students and the Treasurer of the College as ex-officio members and three members of the faculty elected at large by the faculty. The Dean of the Faculty is President of the Senate. Its function is to debate issues referred to it or originating with it, and give advice. Its actions have no legislative effect, but because of its composition they are frequently influential.

Faculty Departments

Under the Dean of the Faculty, the faculty is organized in departments according to academic disciplines. The Chairman of the department is appointed by the President on recommendation of the Dean of the Faculty. Although he may enjoy permanent tenure as a member of the faculty, this status does not apply to his chairmanship.

The duties of the chairman are to develop and submit departmental budgets, to plan course offerings and class schedules, to make teaching and counseling assignments, to make recommendations concerning the employment and retention of instructors, to supervise senior comprehensives and generally to supervise the work of the department. The department chairman reports to the Dean of the Faculty on all matters relating to the academic program.

Members of a department operate through their department chairman in such matters as ordering textbooks, library books, or instructional equipment, requesting leave, conducting field trips, proposing curricular changes, requesting assistance for attendance at professional meetings and arranging for outside speakers.

Faculty Seminar

Each fall and at the end of each January Term, a seminar is held. Problems pertinent to the welfare of the College are studied and discussed. All faculty members are expected to attend.

Faculty Colloquia

The faculty meets occasionally in the evening for a colloquium. A topic is presented, sometimes by a visiting speaker, for general discussion. Faculty spouses as well as faculty members are invited to these meetings. Other interested persons are welcome.

Convocation

Formal convocations are held about four times a year, the first of them shortly after the fall session begins. Faculty attendance is mandatory. These convocations require full academic regalia. Each member of the faculty is responsible for providing his own. Caps and gowns may be purchased or rented through the Bookstore.

III. APPOINTMENT, TENURE AND PROMOTION, POLICIES & PROCEDURES*

Procedures for Appointment

1. When a vacancy or the need for a new position in a department occurs, the Chairman presents to the Dean of the Faculty a justification for the position, together with a job description.
2. If the Dean approves, the position is advertised in appropriate academic media.
3. The Department Chairman screens applications, examines dossiers, interviews at professional meetings if possible and recommends to the Dean that the two or three best qualified applicants be invited to the campus for a visit of at least twenty-four hours. It is strongly recommended that the applicant's spouse should also be invited.
4. After a date is agreed upon, the Department Chairman prepares a schedule for the applicant's visit. (Time should be allowed for interviews with the Dean, other members of the administration, the Department Chairman and members of the department, students and the Faculty Personnel Committee.) The Department Chairman provides the Dean of the Faculty and Personnel Committee with the schedule of the applicant's visit, the job description, and a copy of the dossier.
5. After the interview, the Faculty Personnel Committee submits its recommendation in writing to the Dean of the Faculty and the Department Chairman. The Dean submits the Department Chairman's recommendation, his own, and that of the Faculty Personnel Committee to the President who makes the decision.

*Approved at the April 18, 1974 general faculty meeting.

In determining whether an applicant is to be recommended for appointment, the Dean of the Faculty, the Department Chairman, and the Faculty Personnel Committee will consider the person's accomplishments or potential contributions in the areas of teaching and advising, service to the college (committees, academic obligations, etc.), professional growth (participation in professional organizations, publications, progress toward a degree, etc.), professional relationships, and participation in college and community life.

6. When the President invites an individual to join the faculty, he also encloses, with the contract, a letter indicating the conditions of employment, any special financial agreements, or any agreements concerning the number of years of college teaching that will be credited toward tenure eligibility. Contracts are issued for one year only.

Procedures for Reappointment or dismissal of First-Year Faculty Members

1. The Dean of the Faculty asks Department Chairmen to make recommendations before February 1 on first-year members of their departments. The Department Chairman should comment upon each individual's accomplishments in teaching and advising, service to the college, professional growth (participation in professional organizations, publications, progress toward a degree, etc.), professional relationships, and participation in college and community life.
2. After the Dean has received these recommendations, he seeks the advice of the Faculty Personnel Committee, and together they review the recommendations. They may also seek information from colleagues and students.
3. The person concerned or his Department Chairman may request an interview with the Faculty Personnel Committee by contacting the chairman of the committee.
4. On February 15, the Faculty Personnel Committee submits its recommendations in writing to the Dean of the Faculty and the Department Chairman. The Dean submits the Department Chairman's recommendations, his own, and that of the Faculty Personnel Committee to the President who makes the decision.
5. If such a first-year appointment is not to be renewed for a second year, the President notifies the individual no later than March 1. The faculty member may appeal the decision to the President.

Procedures for Reappointment or Dismissal of Second Year Faculty Members

1. The Dean of the Faculty asks Department Chairmen to make recommendations by October 1 concerning the reappointment of second year members of their departments. The Department Chairman should comment upon each individual's accomplishments in teaching and advising, service to the College (committees, academic obligations, etc.), professional growth (participation in professional organizations, publications, progress toward a degree, etc.), professional relationships and participation in college and community life.
2. After the Dean has received these recommendations, he seeks the advice of the Faculty Personnel Committee, and together they review the recommendations. They may also seek information from colleagues and students.
3. The person concerned or the Department Chairman may request an interview with the Faculty Personnel Committee by contacting the chairman of the committee.
4. On December 1, the Faculty Personnel Committee submits its recommendations to the Dean and the Department Chairman. The Dean submits the Department Chairman's recommendation, his own, and that of the Faculty Personnel Committee to the President who makes the decision.
5. Before December 15, the President will notify the individual of his decision. A faculty member whose contract for the third year will be terminal, may ask the President to reconsider his decision.

PROCEDURES FOR REAPPOINTMENT OR DISMISSAL OF THIRD YEAR FACULTY MEMBERS AND FOR SPECIAL THIRD YEAR EVALUATION*

During the third year of an individual's probationary appointment to the faculty, a special review occurs in order to identify the person's special strengths and weaknesses.

1. The Dean of the Faculty receives from Department Chairmen by October 1 recommendations concerning the reappointment of third-year members of their departments. The Department Chairman should comment upon each individual's accomplishments in teaching and advising, service to the college (committees, academic obligations, etc.), professional growth (participation in professional organizations, publications, progress toward a degree, etc.), professional relationships and participation in college and community life.
2. After the Dean has received these recommendations, he seeks the advice of the Faculty Personnel Committee, and together they review the recommendations. They may also seek information from colleagues and students.
3. The Faculty Personnel Committee invites the person concerned to meet with the committee if he wishes to do so. The Department Chairman may request an interview with the committee by contracting the chairman of the committee.
4. On December 1, the Faculty Personnel Committee submits its recommendations to the Dean of the Faculty and the Department Chairman's recommendation, his own, and that of the committee to the President who makes the decision.

* Title amended May 8, 1975 Faculty Meeting

5. Before December 15, the President notifies the candidate of his decision. A candidate whose contract for the fourth year will be terminal, may ask the President to reconsider his decision.

*6. During the spring semester, the Committee prepares a written report to the Dean of the Faculty outlining the particular strengths and weaknesses of each individual who is to be offered a fourth year contract. In preparing its report, the the committee reviews the recommendations of the Department Chairman, interviews the Department Chairman and the individual faculty members, and seeks information from colleagues and students. The report of the Committee is submitted to the Dean by April 15, with a copy to the individual.

*7. Before May 15, the Dean will review with each individual the evaluation in the Committee's report.

Certain individuals may in their third year be promoted from instructor to assistant professor as recognition of their accomplishments to date. Such a promotion should not be interpreted as an indication that tenure will be automatically granted in the fifth year.

* Sections 6 & 7 amended at May 8, 1975, Faculty Meeting

Procedures for Reappointment or Dismissal of Fourth Year Faculty Members

1. The Dean of the Faculty recieves from Department Chairmen by October 1 recommendations concerning the reappointment of fourth year members of their departments. The Department Chairman should comment upon each individual's progress in teaching and advising, service to the college (committees, academic obligations, etc.), professional growth (participation in professional organizations, publications, progress toward a degree, etc.), professional relationships, and participation in college and community life.
2. After the Dean has received these recommendations, he seeks the advice of the Faculty Personnel Committee, and together they review the recommendations. They may also seek information from colleagues and students.
3. The person concerned or his Department Chairman may request an interview with the Faculty Personnel Committee by contacting the chairman of the committee.
4. On December 1, the Faculty Personnel Committee submits its recommendations to the Dean and the Department Chairman. The Dean submits the Department Chairman's recommendation, his own, and that of the committee to the President who makes the decision.
5. Before December 15, the President will notify the candidate of his decision. A candidate whose contract for the fifth year will be terminal, may ask the President to reconsider his decision.

6. After the faculty member is offered a fifth year contract, the Dean will review with the individual the recommendations which have been submitted by the Department Chairman and the Faculty Personnel Committee.

PROCEDURES FOR A TENURE OR DISMISSAL DECISION FOR FIFTH YEAR FACULTY MEMBERS

At the beginning of a faculty member's fifth year of full-time college teaching, at least threee of which have been at Bethany, he will be eligible to apply for tenure. The number of persons on tenure in a department or the college, the curricular needs, and the financial circumstances of the college may be considered in making tenure decisions.

1. At the first faculty meeting in September, the Dean of the Faculty announces the names of those persons eligible to apply for tenure. At that time the Faculty Personnel Committee announces the time and place for a meeting with those eligible to apply for tenure to explain its procedures and policies.*
2. Before October 1, each eligible faculty member, who wishes to be granted tenure, submits to the Dean of the Faculty a letter of application. The candidate should emphasizes his accomplishments in teaching and advising, service to the college, professional growth, and participation in college and community life. The person should also say something of what he hopes to contribute to the college in the future. The individual may also submit any supporting documents which he thinks will be helpful in evaluating his application. Such documents might include letters from colleagues within and outside of his department, evaluations by his students, and copies of his publications.

* Sentence amendment, May 8, 1975, Faculty Meeting.

3. The Dean asks each Department Chairman to submit before October 1 his recommendation concerning the candidate for tenure. The Department Chairman should consider the candidate's accomplishments in teaching and advising, service to the college (committees, academic obligations, etc.), professional growth (participation in professional organizations, publications, progress toward a degree,etc.), professional relationships, and participation in college and community life.

4. The Dean of the Faculty seeks the advice of the Faculty Personnel committee, and together they review the tenure application of the candidate and the Department Chairman's recommendation. The Committee also will systematically seek information fron colleagues, students and alumni.

*5. The Faculty Personnel Committee welcomes the person concerned to meet with the Committee. He may arrange a meeting by contacting the chairman of the Committee who will suggest a suitable time for the meeting. The Department Chairman may arrange an interview with the committee by contacting the Chairman of the Committee.

*6. On December 1, the Personnel Committee submits its recommendations in writing to the Dean of the Faculty. The Dean of the Faculty submits his recommendations, together with those of the Department Chairman and the Faculty Personnel Committee, to the President of the College, who makes the decision.

7. Before December 15, the President will notify the candidates of his decision. The candidate whose contract for the sixth year will be terminal, may ask the President to reconsider his decision.

* Sections 5&6 amended at May 8, 1975 Faculty Meeting.

ACADEMIC RANK AND PROMOTION

Determination of Rank Upon Initial Appointment

As a general rule, a person who does not hold the appropriate terminal degree for his discipline and has not yet begun to work toward it will be assigned the rank of Instructor. A person who holds the appropriate terminal degree, or has substantially completed requirements for it will usually be assigned the rank of Assistant Professor. A person who holds the terminal degree, has extensive teaching or professional experience, or has other outstanding professional qualifications may be assigned the rank of Associate Professor or Professor.

Promotions

In recommending promotions, Department Chairman generally will observe the schedule below. It should not be assumed that recommendation for promotion is automatic at the end of the stated time periods. On the other hand, a faculty member whose accomplishments are outstanding may be recommended for promotion before the end of the stated periods of time.

a) Instructors will usually be eligible to be considered for promotion to Assistant Professor at the end of their third year at Bethany.

b) Assistant Professors who hold the terminal degree will usually be eligible to be considered for promotion to Associate Professor after they have completed seven years of full-time college teaching, at least three of which have been at Bethany.

c) Assistant Professors who do not hold the terminal degree will usually be eligible to be considered for promotion to Associate Professor after fourteen years of full-time college teaching.

d) Associate Professors who hold the terminal degree will usually be eligible to be considered for promotion to Professor after fourteen years of full-time college teaching.

e) Associate Professors who do not hold the terminal degree will usually be eligible to be considered for promotion to Professor after twenty-one years of full-time college teaching.

Procedures for Promotion

1. The Dean of the Faculty asks Department Chairmen by October 1 for recommendations concerning promotions. It is expected that the Department Chairman's promotion recommendation will review the candidate's accomplishments in a)teaching and advising, b)service to the college (committees, academic obligations, etc.), c)professional growth (participation in professional organizations, publications, progress toward a degree, etc.), d)professional relationships, and e)participation in college and community life.
2. In February, the Dean of the Faculty seeks the advice of the Faculty Personnel Committee, and together they review the Department Chairman's recommendations. The Committee may also seek information from colleagues and students.
3. The person concerned or the Department Chairman may request an interview with the Faculty Personnel Committee by contacting the Chairman of the Committee.
4. On February 15, the committee submits its recommendations in writing to the Dean of the Faculty and the Department Chairman. The Dean of the Faculty submits the Department Chairman's recommendation, his own, and that of the Personnel Committee to the President who makes the decision.
5. At the time contracts are issued, the President notifies the person concerned of his decision. If the person is not promoted, he may appeal the decision to the President.

IV. THE INSTRUCTIONAL PROGRAM

General Procedures

All questions concerned with curriculum, supplies, equipment, classrooms, textbooks, library books, and other matters directly related to the instructional program should be referred to the appropriate department chairman, and by him to the Dean of the Faculty. In general, no substantive changes should be made in these matters unless this procedure has been followed. Faculty members are invited, however, to confer with any member of the Administration of the College at any time if in their opinion this procedure does not lead to the achievement of the educational objectives of the College.

Catalog

The College Catalog contains the official statements of student regulations, graduation requirements, and course offerings. No deviations from these statements will be permitted except, in extraordinary cases, by action of the faculty, as appropriate.

Faculty and students are responsible for reading the catalog and knowing the regulations and requirements stated therein.

January Term*

1. Those eligible to teach during January.

   (A) Courses

      1)All full-time faculty members.

      2)Upper level staff members

         a)if they have written approval of their supervisor.

         b)if they apply for a leave of absence or for a vacation.

      3)Part-time faculty members if they receive written permission from the Curriculum Committee.

   (B) Independent Studies

      1)All full-time faculty members.

      2)Staff and part-time faculty if they receive written permission from the Curriculum Committee.

2. General guidelines for course proposals.

   a) Each course must meet one week for each credit hour.

   b) Each course should meet approximately three hours per day, five days a week or its equivalent, unless it is an activity course which must meet approximately six hours per day.

   c) All courses and independent studies offered must be two or four credit hours.

   d) Required courses can be offered during January as long as January is not the only time that these courses can be taken.

   e) All attempts should be made to help develop innovative educational experiences during January.

*Approved at the March 21, 1974 general faculty meeting.

f) For the future, a greater attempt should be made to incorporate practicum experiences with creative course proposals.

All faculty, staff and students participating in January Term must file a course and/or independent study proposal form with the January Term Office.

All course proposals must be approved by the January Term Committee and Curriculum Committee then presented to the Faculty. Independent Studies need only the approval of the January Term Committee.

3. Deadline Dates.

All course proposals must be submitted to the January Term Office.

a) by April 10th for publications in The Cooperative Listing of January Term Courses.

b) by May 1st for publication in the Bethany College January Term Catalog.

c) by October 1st for all courses to be offered during January.

Courses would be accepted after October 1, only if:

a) Five or more students petition a faculty member to offer a course.

b) The professor presents to the January Term Office the petition, the receipts for a $25.00 deposit from each of the students, and the course proposal form.

c) The January Term Director would then present the January Term Course Proposal Form to the January Term Committee, and if approved, to the Curriculum Committee.

d) If this course is approved, students may complete registration. If not approved, the $25.00 deposit would be refunded.

PRACTICUMS

The following guidelines have been set up by the Director of Practicums and the Practicum Committee.

Health, Physical Education and Recreation

The Committee believes that a fairly specific minimum time schedule should be developed to help students and advisors when making proposals.

The Practicum Committee developed the following time guidelines to assist students and advisors in making proposals. These are general guidelines which are minimum times for the actual performance of the activity and do not include time for preparation or rest periods.

A. Semester long programs (15 weeks)
   ½ hour a day 6 days a week or
   1 hour a day 3 days a week

B. 2 week full time programs
   4 hours a day 6 days a week

C. Month long (4 week) half time programs
   2 hours a day 6 days a week

It is noted that not all activities will fit each model, so that the student and advisor should select the appropriate model. For example, a program of jogging would fit experience "A" and could not be accomplished successfully under plan "B:. It is doubtful that a serious effort to learn skiing would work as well under "A" as it would under example "B".

Vocational Internship

The general time commitment of 4 weeks of full time activity will stand with occasional acceptance of particularly strong programs that can not be developed for such a long period.

Intercultural Living

There was considerable committee discussion regarding the Intercultural Living experience and in the end agreement on several issues.

1)In an intensive seven days a week living situation that is well prepared, it is possible to have a valid experience in two full weeks. Substantiating this point most members felt that the real impact of the foreign experience comes in the first few days, and that as time passed beyond that time the students become better acclimated to the culture and discovered the finer points.

2)Exploration of ways to fulfill the Intercultural experience during the regular semesters should be examined further. It was suggested that by using the 7 week, ½ semester, faculty might leave campus with students for intensive experiences. This is to be examined further by the Practicum Committee.

3)Flexibility, without jeopardization of our standards, will be paramount to insure that we do not require what is physically impossible.

Citizenship

The experience must take at least fifty hours. Thus, it could be an intense one-week project or a program extending over a number of weeks. It is especially important for the committee's evaluation of a proposal that a student: 1)clearly describe the organization, agency, or political unit in the community with which he plans to work, 2)explains exactly what he will do, and 3)justify how this work will benefit the life of the community.

Practicum Proposal Evaluation Notification

The Practicum Committee will not guarantee review and notification of any Practicum Proposal not submitted at least 21 days before the initiation of the proposed experience.

This does not exempt any proposals developed prior to the experience, but not submitted before 21 days. These proposals will take the risk of refusal or redevelopment after the experience has commenced.

Continuing Education*

I. Operational Definition: Continuing Education, Bethany College. Continuing Education at Bethany College is a self-sustaining program which consists of courses and other educational experiences geared to out-of-school adults, and offered for professional credit, for continuing education units, and for no credit (such as, short courses, week-end sessions, refresher courses and conferences). Academic credit may be awarded on prior approval of the Bethany College faculty acting on the recommendation of the Faculty Curriculum Committee.

II. Purpose of Continuing Education at Bethany College: The purposes of continuing education at Bethany College are (1)to offer men and women learning experiences in the broad areas of personal, intellectual, and career development; (2)to respond to public service needs; (3)to serve as a curriculum testing arena for the various academic departments within the College, and (4)to provide a unique public relations function directly related to Admissions, Development, Placement, Alumni Relations, and Church Relations.

III. Objectives: The objectives of continuing education at Bethany College are as follows:

1) To respond to employee development educational needs. In this category it is assumed that organizations pay for the participants' learning experiences (example: Tomorrow's Secretary, BPS Seminar).

*Approved at the March, 1975 faculty meeting

2) To respond to the personal and intellectual enrichment needs of specific identified groups. In this category it is assumed that individuals pay for their educational experiences (example: Alumni Institute, Family Education and Vacation Institute).

3) To identify at least one community problem each year, and to apply for necessary funds to assist in the solution of the problem.

4) To serve as a resource for the degree granting program.

5) To serve as a resource for Admissions, Development, Placement, Alumni, Church Relations, and Practicums.

IV. Job Description: Director of Continuing Education

1) Initiate and administer the assessment of career development, human growth, public service, and intellectual needs within the Upper Ohio Valley, state, and the tri-state area.

2) Develop and administer programs which respond to the assessed needs and involve target groups in program development.

3) Coordinate total continuing education program (i.e., public service, professional conferences, short courses, and special interest programs).

4) Administer the marketing of program offerings. Work closely with the Director of News and Publication in the marketing (i.e., bulletins, designing brochures, and news releases) of programs.

5) Supervise clerical and secretarial staff assigned to the Director and administer the office of continuing education.

6) Serve as a resource person to the continuing education committee.

7) Communicate program and developmental stages to internal Bethany community on a consistent basis through such devices as the monthly calendar and a quarterly Continuing Education Newsletter.

8) Serve as a liason between continuing education and Admissions, Development, Placement, Alumni, Church Relations, and Practicums by always being aware of "spin-offs" from continuing education for these areas, communicate ideas to the various departments, and assist in follow-up.

9) Evaluate program (s) and be constantly engaged in the planning process.

10) Market the Gresham House/Millsop Center to groups who wish to rent the facilities and bring their own educational format with them.

V. Academic Credit Degree Programs

Any programs, whether traditional or non-traditional, which involve the recognizing, accepting, or awarding of academic credit, shall remain the responsibility of the faculty of Bethany College and the appropriate faculty committees.

Class Schedule and Classrooms

Classes are scheduled, and classrooms are assigned by the Registrar on the basis of recommendations submitted by the Chairman of the departments. It is suggested that the latter develop their recommendations in consultation with the members of their respective departments. In this way, maximum consideration can be given to individual preferences. Changes from the schedules recommended by the departments will be made by the Dean of the Faculty where necessary to eliminate conflicts and space problems, but, will be kept to a minimum. Faculty members are reminded, however, that the official class hours are from 8 to 4, Monday through Friday. Certain laboratories and special work may be held at other hours with the approval of the Dean of the Faculty.

Grading

The grading system of the College is explained in the Catalog; no grades may be given other than those specified.

Some additional explanation and emphasis may be useful in connection with the grades of W. WF and Inc. A grade of "W" should be given in any of the following circumstances:

1)if a student withdraws officially from a course before the end of the fifth week of a semester,

2)if a student withdraws officially from a course after the fifth week of the semester with an average grade in the course at the time of withdrawal of "D" or better,

3)if a student withdraws officially from a course after the fifth week of the semester but before there is sufficient basis for the determination of an average grade.

A grade of "W" is not included in the computation of a student's grade-point average.

A grade of "WF" should be given in either of two cases: if a student withdraws officially from a course after the first five weeks of the semester, with an average grade of "F" at the time of withdrawal; or if a student has been absent (with or without excusal) more than 25% of the total number of meetings of the class, and the instructor wishes for that reason to remove him from the course. A grade of "WF" is included in the computation of a student's gradepoint average.

A student who withdraws unofficially from a course is still officially enrolled in the course, and may not receive a grade of "W". He may be given a grade of "WF", on the basis of his absences, or he may be given an "F". It is not possible for a student to be given a grade above "F" unless he has satisfactorily complete the work of the course.

The grade of "Inc." indicates that when final grades were called the student, for some justifiable reason to the professor, had failed to complete the work of the course, but, intends to do so at a later date. Ordinarily, an Incomplete must be made up by the fourth week of the following semester. An extension of this time can be granted by the Dean of the Faculty, but, in no case may an Incomplete remain outstanding longer than twelve months. After that period of time, the Incomplete becomes an "F".

In fairness to the student as well as for his own protection, a professor should provide himself with an adequate basis for grading, at least some of it in written form. The professor is the sole and final judge of the student's performance in a course, but, he may be called upon to explain the process by which his decision was reached, and should be prepared for this possibility. Final examination papers should be preserved for at least a semester, in case the student, his parents or another officially-involved person should need to see them. In general, it is recommended that other written assignments and tests be given during the semester, at least one of them in time to provide a basis for the mid-semester grade.

Class Records

Class record books and filler are available in the Bookstore, and all faculty members are expected to keep complete class records.

Prior to registration, each faculty member will receive from the Registrar's Office, a list of the students enrolled in each of his courses. Any student dropping or adding courses after that time must obtain, on form, the permission of the professors concerned. The students are added or dropped from the class list at the time the forms are turned in to the Office of the Registrar. After the registration period ends, new class lists are furnished for all courses. After the first ten class days, no student can add a course. (Exception--at mid-term students can add half courses beginning after mid-term.)

Mid-semester grades and final grades are turned in to the Registrar's Office on forms furnished by that office. Once a final grade other than Incomplete has been recorded by the Registrar, it can be changed only by approval of the Committee on Academic Review. (Exception--the Registrar can change a grade if the faculty member made an error in the computation of the student's grade.)

The dates for mid-term and final grades are published in the college catalog. Senior grades for the spring semester are due on the first day of Senior Reading Period.

Field Trips

Carefully planned field trips can make a significant contribution to learning in certain courses. However, it must be borne in mind that field trips cause students (and professors) to miss other classes, and involve both risk and expense.

In certain courses where a field trip has been an annual part of the program for some time, a part of the cost of the trip is met by the College. If you are unaware whether this applies to a course of yours, the Business Office can provide the answer. In other cases, the students must meet the expenses by special levy.

Permission must be obtained in advance for a field trip to be undertaken. Form No. 358 for this purpose is available in the Office of the Dean of the Faculty. The form must be completed in triplicate, and requires the signature of the instructor, his department chairman, the Dean of the Faculty, and the Dean of Students. Unless this form is submitted at least two weeks before the proposed trip, the students cannot be given excused absences for classes they will miss because of the trip. However, it must be submitted, even if the two weeks' advance notice cannot be given, in order that the College's insurance will apply in case of accident.

Student Assistants

Each semester the financial aid office distributes a list of students for whom the college has made a work commitment as part of the student's financial aid package. The amount each student may earn is included on this list. The student should not be allowed to earn more than this amount. See section 4 below. Each department has a budget for using student assistants. Chairmen are expected to regulate the use of student assistance according to the needs of each department. Students are paid according to the current wage rates. Consult the financial aid office for wage rates. As a general rule students would not work more than an average of 15 hours per week.

Work commitments fall into the following categories:

1. (Federal) College Work-Study. Assuming adequate federal funding, Bethany College pays 20% of the student's total compensation; the federal government pays the remainder.
2. Institutional Student Employment. Bethany College has made a commitment to these students to make work available. The College pays the entire wage package.
3. Any student can earn a maximum amount. This year it is $100. Consult current maximum in the financial aid office.
4) In certain cases where a student makes an outstanding contribution to the college, the student can be allowed to earn more than his maximum amount. These cases are handled on an individual basis by the student financial aid officer.

Senior Fellowships

Certain members of the junior class may be designated as Senior Fellows for the following year. The selection of Senior Fellows is made by the faculty Honors Committee from the nominations usually presented by department chairmen. The selection is made from students who have demonstrated unusual excellence in their field of concentration and who, by character and ability, can do special work in a department or area as an assistant in instruction or research. Usually no more than 12 full-year senior fellowships and one senior fellowship at-large (or the equivalents) are awarded in any one year; usually no more than one full-year appointment (or the equivalent) will be made in any one department or area. The title of Senior-Fellow-at-Large is provided primarily, but not exclusively, for capable students involved in interdisciplinary programs; students in other fields of concentration may be nominated for this category.

Senior Fellows should not work more than an average of 15 hours per week. They are paid from the department budget. The Senior-Fellow-at-Large is paid from the budget of the department in which he works. Senior Fellows do not need a work commitment, nor is there a limit on the amount they may earn. Senior Fellows are paid a slightly higher rate than student assistants. Consult current rates in the financial aid office.

LIBRARY POLICIES AND PROCEDURES*

Borrowing Privileges Mrs. Ann Lester, Supervisor

No limit is placed on the number of books, recordings, or other material that may be borrowed. A faculty member's family is also welcome to use the library's collections.

The initial loan period is three weeks. One may keep a particular item until the end of the semester, subject to immediate recall after the initial three weeks if another patron needs the material. When this occurs, the original borrower will be notified immediately. A fine of one dollar a day commences twenty-four hours after notification.

Periodicals and reference volumes must be used in the building. However, if these materials are needed for a class presentation,the supervisor can grant special loan privileges.

Reserve readings collection Mrs. Lester

Supplemental readings assigned by an instructor for his class are maintained in this collection. Request forms for placing materials on reserve are available at the circulation desk. One should allow at least two days from request until the materials are ready for use. However, reserves requested after 4:00 p.m. on Friday will not be processed until the following Monday. The supervisor will notify the faculty member when his reserves are ready. The materials are charged out for two hours or 2-3 day periods as designated by the instructor. Students are charged a fine of $1.00 an hour for overdue reserve materials.

*Policies related to the library presented in the fall of 1974 to the Faculty Welfare Committee.

Reference and interlibrary loans Mr. Robert Benninghoff, Assist. Librarian

The reference librarian is available to conduct individual and class instruction in library use, assist in interlibrary loans, and provide other reference services.

Interlibrary loan is a courtesy provided by the lending library and any conditions imposed by that institution must be observed. Interlibrary loan request forms are available at the reference desk. A week to ten days is the usual time required to obtain an item from the lending library. The loan period is approximately three to four weeks with usually no renewals. Any requests for renewals must be made to the reference librarian several days before the date due.

West Virginia University will provide free xeroxed copies of periodical articles in their main library's collection. The usual charge from other institutions is 10-15¢ a page.

Use of area libraries Mr. Benninghoff

Policies on use of the libraries of West Liberty, Wheeling, and the College of Steubenville are available from the reference librarian.

Bethany is a member of the Pittsburgh Regional Library Center (PRLC). To use these Pittsburgh libraries, a faculty member must have a letter of introduction from our reference librarian and his Bethany ID card. Bethany students must have a PRLC undergraduate borrowing permit form, the letter of introduction, and an ID card. Failure to abide by these policies will jeopardize any future access to these research collections.

Special policy for the University of Pittsburgh

Bethany faculty are entitled to a one year Special Patron Card (renewable). One may check out only ten books for a two week loan period. They can not be renewed. Special patrons may check out books from all collections except the Alldred collection, Curriculum collection, and the Stark record collection.

The fine for overdue books is 10¢ day/book. A bill for the cost of the book and fines is sent if a book is four weeks overdue. Special patrons must pay $5.00 for the replacement of a lost Special Patron Card.

Purchase requests for the library collection. Mr. Frye, Library Director

Order cards may be obtained in the library office. However, a typed list, printed bibliography, publisher's announcement, or review may be submitted to Mr. Frye. All requests must be countersigned by one's department chairmen.

Book orders are sent out the second and fourth Fridays of each month. A four to six week delay should be expected from order date until the book is on the shelf. The person requesting a title will receive the original order card, with call number added, when the book is processed.

Requests for new periodicals are held until October of each year. Such factors as projected use, need to strengthen a subject area, availability of index access, location of title in a nearby library, and budget limitations determine which titles will be added. Departments are notified which titles have or have not been chosen to begin arriving in the coming January.

Personal book orders Mrs. Helen Fair, Order Clerk

The library accepts personal book orders. Our jobbers average a 10% discount on most titles. Personal orders must be paid for within the month received. If this is not done, the business office will automatically deduct the amount due from the next paycheck.

LIBRARY MEDIA CENTER

Reference Services Mr. Rick Williamson, Director

The Center Director is available to conduct individual or class orientations to acquaint faculty and students with the resources of the center. He also provides assistance in selecting materials for purchase or rental.

The Center provides an on-going training program in media equipment operation and utilization.

Production Services Mr. Rick Williamson

Graphic production of instructional materials is available for faculty or student, class, club, and personal presentations.

Other services available are photographic creation of black and white prints, slide duplication, and copy stand work; production of thermo, diazo, or dry photo transparencies; dry mounting or laminating of print or picture; audio tape recording or duplicating and high speed cassette duplicating; and cleaning and splicing of film.

Media materials - film rental Media Secretary

Catalogs are available in the Center for selection of such materials. One must provide the name of the film, catalog number, price, and film rental source, and the date(s) one desires to use the film. Requests must be made at least four weeks prior to the date of showing. Rental films can not be requested for previewing.

Media Materials Collection Mr. Rick Williamson, Director

The Center maintains a growing collection of 16mm films, film loops, filmstrips, audio tapes, recordings, and other media material in its collection which is housed in the media laboratory in the lower floor of the library. A card catalog is maintained in the Center and also all media is included in the main library card catalog. The borrowing policy is the same as that of the main library.

Media Materials - Purchase Mr. Rick Williamson

Media materials can be previewed and then ordered through the Center. One must submit an order form signed by one's department chairmen. These purchase order forms are available in the Center.

Present costs prohibit the purchase of 16mm film through regular budget allocations. The Center Director will assist any faculty member in preparing a grant proposal for such material.

Media Equipment - Purchase Mr. Rick Williamson

To avoid costly duplication of equipment, the Center Director must approve all campus requests for purchase of media equipment and materials whether the request originates from the Center, a department, or an administrative office.

Media Equipment - Use Media Secretary

The Center has a wide variety of equipment available. One must notify the Center at least 24 hours before any piece is needed. The person requesting the equipment indicates on the request form the location and time of use needed, projectionist, etc. The person who signs the form is responsible for the care and security of the equipment while in his care.

Long term loans of equipment can be arranged when one foresees heavy use over an extended period of time.

BOOKSTORE*

Ordering

The Bethany College Bookstore's major responsibility is the furnishing of required textbooks to students of Bethany. All texts sold by the Bookstore must be ordered through the Bookstore, and not by individual faculty members through the publishers.

All semesterly textbook and required supplementary classroom and/or laboratory materials are requested from the Bookstore by the faculty member after approval of these requests by the departmental chairman. The requests are typed on proper forms distributed to the faculty by the Bookstore.

The Bookstore needs orders 90 days in advance of the opening of a semester. The following dates are applicable:

Fall semester information-May 1st
January term information-October 1st
Spring semester information-November 1st
Summer school information-April 1st

Orders arriving late jeopardize the availability of required texts at the semester's opening.

*Submitted by Mr. Bauman to the Welfare Committee, Nov. 1974

Since the above dates precede pre-registration, exact enrollment figures are unavailable. Faculty members should estimate enrollment and enter that figure on the form. If no estimate is made, the manager of the Bookstore will work with the registrar and the faculty member to determine an accurate estimate.

To change or cancel an order after that order has been placed by the Bookstore, or after the originally requested text has been retained for an unreasonable time, the signature of the Dean of Faculty must be obtained. If additional copies of texts are needed after submission of the original request, the information contained in the original request along with the number of additional texts can be submitted on departmental letterhead. Texts will be re-ordered via phone and special handling if the Bookstore runs short. Textbooks will be available for sale until one month before the end of each semester. At this time books will be returned to the publisher. Students should be cautioned to purchase books before this deadline.

SBOG recommendation to the faculty and administration on books for courses

A. Booklists

1. All Booklists are to be submitted to the bookstore six weeks before the end of the semester.

2. At the end of five weeks, the booklist is to have been typed by the bookstore and copies made available to the library on reserve for students to look at.

B. Books in general

1. All books that are needed for a course should be used.

2. If books are only used in part, the books should be:

a. ordered by the library

b. placed on reserve for students to use instead of students purchasing the book.

3. Attempts should be made by all faculty members to limit the cost of books for his or her course ($25-35 for books for one course is unrealistic if you are taking four courses)

Faculty Services (Bookstore)

Faculty desk copies are supplied by each publisher according to its individual policies. Form letters requesting desk copies are supplied free of charge to all faculty members by the bookstore. Faculty members are allowed to remove a book from inventory without charge as a desk copy on the following conditions:

1) The book is charged to that person's desk copy account.
2) The book is returned within six weeks.
3) In the judgment of the manager, the book is in new and resaleable condition when returned.

A 10% discount is granted to all faculty on purchases over $1.00. Any desired book or item of merchandise which is not part of the active stock can be special ordered. Such orders can be expedited by phone-in service and special handling if the faculty member agrees to accept responsibility for the extra costs involved. The 10% discount is not applicable on special orders. Faculty members are exempt from the 1/3 deposit regulation. Abuse of this policy will result in a deposit being required of individual faculty.

Academic regalia can be rented or purchased through the Bookstore. Three weeks delivery time should be allowed before the desired rental/purchase date. Personal and business checks can be cashed upon presentation of proper identification (to be determined by the manager). Only checks up to $25.00, or if a purchase is made, up to $25.00 over the amount of purchase, will be considered. There is no service charge.

V. CONDITIONS OF FACULTY EMPLOYMENT

Contracts

Contracts for all full-time faculty members who are expected to continue at the College the following year are generally issued before March 1st, and become void if not signed and returned within ten days. In most cases, faculty contracts are written for the regular academic year--late August into June; the salary, however is distributed over the twelve month period September through August.

Outside Employment

A faculty member on full-time contract may not engage in other paid employment without the approval of the college. Application for such approval must be made in advance to the Dean of the Faculty. Approval may be granted in cases where the outside employment is not in conflict with the best interests of the College, and does not necessitate changes in the College's program. Ordinarily approval for outside employment is not granted during the first year of faculty membership.

Attendance at Professional Meetings

The College encourages faculty members to attend professional meetings regularly. Therefore, the budget of each department includes an allotment of $150 per year for each full-time member of the faculty for this purpose. The College will reimburse the individual faculty member for expenses incurred at the meeting (such as registration fees, food, lodging, tips, parking fees) and for expenses incurred enroute to and from the meeting, with the exception of transportation. Any remaining portion of the $150 allotment may be used for transportation to and from the place of the meeting.

A faculty member may draw a travel advance by submitting Form 4521 Expense Report to the Business Office a few days prior to his departure, with the words "travel advance" and the amount written where provision is made for the itemization of expenses. A second copy of the same form, with actual expenses itemized should be submitted on his return. At this time any difference between the estimated and actual amounts will be refunded or collected.

In addition, the College provides supplemental funds for the faculty member who is a major officer of the organization holding the meeting, or who is on the program of the meeting as chairman of a section, contributor of a paper, resource person, etc. Prior approval for the use of this special fund must be obtained from the Dean of the Faculty. Any reimbursement for expenses by the organization itself shall be deducted from the College's subsidy.

This outlined policy applies only to travel for the purpose of voluntary attendance at professional meetings, not to all faculty travel. Reasonable expenses incurred in travel on official College business are fully reimbursed from funds not a part of the Faculty Travel Expense Budget.

Sabbatical Leave

Members of the Faculty on permanent tenure, who have completed at least five years of continuous full-time service to the College subsequent to any previous sabbatical leave, are eligible to apply for sabbatical leave. The sabbatical year will start after completion of six years of full-time teaching at Bethany. A leave of absence does not constitute a period of service, but is not regarded as a discontinuity of service. Such leave may be for one semester at full pay, or for a full academic year at half pay. Sabbatical leave is granted for a specific purpose, which must be outlined in the application and approved by the President. In general, it should be used in such a manner as to enhance the faculty member's value as a scholar and a teacher.

A statement of intention to apply for sabbatical leave must be submitted to the Dean of the Faculty by October 1 of the year preceding the sabbatical year. This amount of advance notice is necessary for the maintenance of a full curricular program. The statement of intention is to include a description of the program, study or travel or both as it relates to the professional growth of the applicant. The Dean will notify the faculty member concerning his application by November 1 of the same year.

The College recognizes that proposed sabbatical leave programs are frequently contingent upon the receipt of foundation grants, Fulbright scholarships, etc., approval of which may still be pending in March of the previous academic year. It will make every reasonable effort to be flexible in permitting changes in leave plans after they have been approved, when such changes are necessitated by substantial and legitimate reasons. It cannot, however, guarantee that it will be able to deviate from contract provisions after March 1.

If a faculty member elects not to apply for sabbatical leave when he is eligible to do so, he may apply in any subsequent year. Sabbatical leave is not cumulative, however.

It is current College policy that all benefits in effect prior to a sabbatical leave will be continued during the year of sabbatical leave with the College and the individual paying their normal share of the cost.

The recipient agrees to remain on the Faculty of the College for two years after the sabbatical year, or to refund to the College a proportional amount of the salary received while on leave.

Leave of Absence

Leave of absence (without pay) may be granted upon application when such action seems in the best interests of the faculty member and the College. Except in the case of a Faculty member on permanent tenure, the granting of a leave of absence does not involve a commitment to offer a position to the faculty member at the termination of his leave. Years spent on leave of absence do not count toward sabbatical leave eligibility or permanent tenure.

During a leave of absence, all benefits may be continued for one year at the level in effect prior to the leave of absence with the total cost borne by the individual.

Infirmary

The College Infirmary is essentially a student health service. However, faculty and staff are welcome to turn to the Infirmary for emergency medical attention. Furthermore, the doctors have indicated their willingness to see faculty and staff after they have seen students who need medical care. Those who desire to see one of the doctors should call the Infirmary for an appointment. Faculty and staff are expected to pay for the professional services rendered.

*Submitted by Robert Sandercox, Nov. 9, 1974

Sick Leave

Periods of illness of a faculty member are usually covered by his colleagues on an informal basis. There is, however, an official sick leave policy which at times may be involved. Sick leave entitlement (which is not cumulative) is shown in the following schedule.

Length of Service (completed years)	Months at Full Pay
1-5	1
6-10	2
11-15	3
16 or more	4

A member of the faculty who, because of illness or any other emergency, finds it impossible to participate in a College activity which is part of his responsibilities should if possible make arrangements for a substitute.

Insurance

The College participates in a multipurpose insurance program.

1. Life Insurance
2. Survivors Benefits
3. Health Insurance
4. Long-Term Disability
5. Basic Hospitalization
6. Major Medical
7. Unemployment Compensation
8. Workmen's Compensation

Cost of participation:

The Life Insurance Program requires mandatory participation with the College and the individual sharing equally in the cost. Survivors Benefits are paid entirely by the individual.

Health Insurance is optional with the individual paying 75% and the College 25% of the cost.

Long-Term Disability Insurance is paid by the College entirely

Both Unemployment Compensation and Workmen's Compensation are paid entirely by the College.

Details concerning all coverage are available from the Business Office.

Retirement

Upon the completion of three years of service with Bethany College, all faculty and administrative staff are eligible for College participation in any of three programs: TIAA-CREF, Pension Fund (Disciples of Christ), and First Investment Annuity

The college participates in Social Security for all members of the faculty.

Participation in a retirement program is governed by the following provisions:

1. Retirement is planned on the basis of retirement at age 65. If the participant and the College administration agree that employment may continue beyond this, payments to the retirement program by both the participant and the College may be continued from year to year with the matter of employment reviewed each year, except that in no case will contributions by the College to the retirement fund be made beyond the end of the contract year in which the partipant reaches the age of 70.

2. If the plan elected by the individual is in cooperation with the Teachers Insurance and Annuity Association of New York or First Investment Annuity, the Board of Trustees authorizes the payment by the College for an amount equal to 7½% of the participants salary against a 2½% payment by the participant, the latter to be deducted from the monthly salary.

3. If the plan elected by the individual is in cooperation with the Pension Fund of the Disciples of Christ of Indianapolis, Indiana, the Board of Trustees authorizes the payment of the College of 7½% of the participant's salary against a 4½% payment by the participant, the latter to be deducted from the monthly salary.

4. The retirement plan is available to members of the faculty who have completed three years of full-time service to the college. Individuals who are participating in either the TIAA Program or the Disciples Pension Fund at the time they join the staff at Bethany are immediately eligible for participation in the Bethany Retirement Plan.

5. Contracts with TIAA or First Investment Annuity will be made by the individual participants. Contracts with the Pension Fund will be made jointly by the College and the participant. In all cases payments will be made by the College, the total payment being 10% for TIAA and First Investment Annuity, 12% for Pension Fund.

6. All payments will accrue to the credit of the faculty member and become his or her own personal property, in accordance with the terms and conditions of the plan elected.

7. In recent years TIAA has introduced the College Retirement Equities Fund as a feature of its retirement program. The CREF is mutual investment fund to which the faculty member may direct the allocation of a percentage of the TIAA monthly payment. Faculty members electing the TIAA retirement program may individually direct the distribution of the total payments between TIAA and CREF according to any one of the following formulas:

    a. 100% to TIAA
    b. 75% to TIAA, 25% to CREF
    c. 66-2/3% to TIAA, 33-1/3% to CREF
    d. 50% to TIAA, 50% to CREF
    e. 100% to CREF

Educational Benefits - Children

There are two programs of assistance to faculty children who attend college.

1. Children of faculty members of the College who are dependents of a faculty member at the time of enrollment may, so long as they are under the age of 22, attend Bethany College without paying tuition and fees (not including room and board), provided that they satisfy the requirements for admission.

In the event a member of the Bethany faculty dies or becomes disabled (to be determined by the appropriate representative of the College's disability insurance carrier) while yet a member of the faculty, any child of such a faculty member may attend Bethany College without the payment of tuition or fees (not including room and board), provided that such child enrolls as a full-time student before reaching the age of 22, and may pursue an undergraduate program with the provision that in no event shall the undergraduate program extend beyond five school years. The maximum per child is computed at ten per cent (10%) of the existing Bethany College tuition and fees (not including room and board) for each year of service up to 10 years and full tuition and fees (not including room and board) for service over 10 years.*

All children of faculty obtaining education benefits pursuant to the on-campus educational benefits plan, or any modification thereof, shall be required to apply for all reasonable

* Paragraphs amended and adopted by the Board of Trustees, November 8, 1975.

external sources of financial aid as a condition precedent to receiving benefits under the on-campus educational benefits plan, and as a condition precedent to receiving direct education from Bethany College without the payment of tuition or fees (not including room and board), and in the event such external financial assistance becomes available, Bethany College, under the educational benefits plan, shall only be required to pay the difference between such financial aid received and the equivalent of Bethany College's tuition charges.*

2. Children of faculty members of the College who are dependents of a faculty member at the time of enrollment may, so long as they are under the age of 22, attend any non-tax-supported college or university in the United States, with Bethany College paying the tuition and fees (not including board and room), up to a maximum which is determined by the faculty member's salary and years of service, but not to exceed Bethany's tuition and fees (not including room and board). If a husband and wife are both faculty members of the College, the combined average income and combined years of service will be used in the calculation of benefits. The maximum per child is computed by the following formula:

$$\frac{\text{years of completed service} \times \text{current base salary}}{100}$$

The plan does not apply to the extent that other scholarship aid is available. Students receiving assistance under this

* Paragraphs amended and adopted by the Board of Trustees, November 8, 1975.

plan are expected to apply for scholarship aid, and to inform Bethany College of any such aid granted. If the total amount of such aid, when added to the maximum eligibility for aid from Bethany College, would exceed the tuition and fees (not including room and board) at the college attended, the payment by Bethany College will be reduced by the amount of the excess.

The children of faculty members joining the Bethany College staff after November 7, 1975, shall not be permitted to participate in this off-campus educational benefit.*

Any child of a member of the Bethany faculty who was a member of the staff before November 7, 1975, who is in regular attendance at a private institution of higher education at a time when the faculty member either dies or becomes permanently disabled (to be determined by the appropriate representative of the College's disability insurance carrier) and who otherwise remains eligible for educational benefits pursuant to the terms of the existing plan, shall continue to receive benefits pursuant to the terms of the existing plan until completion of the undergraduate program or until such child ceases to attend a private institution of higher education, whichever occurs first, it being understood that in no event shall benefits extend beyond five school years.*

Educational Benefits - Spouses

Faculty spouses may take college classes without payment of

* Paragraphs amended and adopted by the Board of Trustees, November 8, 1975.

tuition and fees. This benefit only applies during the regular Fall and Spring semesters.

Faculty Loans

Long-term mortgage loans are available at a fair interest rate to all full-time faculty and staff of Bethany College.

Emergency loans are available at a low interest rate to all full-time faculty and staff. Up to one-fourth annual income may be borrowed and repayment must be made in twelve monthly installments. Please consult with the Business Manager for details.

Purchases at Discount

The College will assist a faculty or staff member in purchasing for personal use items normally purchased by the College in its ongoing program. The price is usually at a discount. Freight must be paid by the individual and all adjustments for damaged or faulty equipment must be handled by the individual directly with the supplier. All purchases must be paid in full upon delivery. Three percent sales tax will be added.

Paychecks*

Every effort is made to release paychecks on the last Friday of each month or on the last day of the month, if the last week is a partial week. November checks are usually released prior to Thanksgiving and the December check is released after January 1 in order to preclude the issuance of 13 checks in one calendar year. The May check is generally issued prior to Commencement.

*Submitted in December, 1974

Housing Policy

I. Purpose

a. To provide guidelines for a fair assignment of housing to faculty and staff, and to provide adequate housing for the attraction of new faculty and staff members.

b. Properties owned by Bethany College are divided into three types - Temporary, Permanent, and student. Most properties may be purchased after appraisal and approval by the Board of Trustees as described in Section V, A. For further information, contact the Business Manager.

II. Definitions

a. Temporary Housing - designed to make available a segment of property so that, immediately upon acceptance of contract of a new faculty or staff member, a housing assignment may be made. After three years occupancy, the college has the option to assign this house to a new faculty or staff member.**

1. Faculty Apartments
2. Point Breeze Duplexes and Point Breeze Houses
3. Logan Court Houses (Rymark, Comparison, Barclay and Franklin)

b. Permanent Housing - Properties are rented on a more permanent basis (five years).**

1. Point Breeze - Ferguson, Boerngen, White
2. Mahaffey Apartments
3. Kappa Alpha Apartments
4. Town House, Summers House, Schaeffer, Leitch, Jenkins, Evans
5. Parkinson Farm

*Submitted by John Graham, Dec. 4, 1974
**These clauses are effective beginning Jan. 1, 1975 and apply to people currently in college housing, as well as to any new rentor.

c. Student Housing - for married students

1. Cochran Apartments
2. Faculty Apartments

III. Priorities of Assignment

a. Assignment will be made on a first-come-first serve basis with the following exceptions:

1. Families with children will have priority for larger homes over couples and single persons.

2. Faculty and staff members not presently renting, on leave, or sabbatical from Bethany College will be treated as a new faculty member, provided they have not lived in college housing for three years prior to reassignment. Previous renting time will accumulate and reduce length of stay in college housing.

IV. Lease Agreements

a. When a housing assignment is made the tenant agrees to sign a Lease Agreement (attached Exhibit 1). The following amendments may apply:

1. Renter will make contract with the Town of Bethany for garbage collection.

2. Renter will cut grass and otherwise maintain grounds.

b. Rental Agreements for tenants already living in college housing will be issued on or about April 15 and must be received signed in the business office by May 1.

1. If the contract is to be terminated due to terms of Section 1, b, tenant will be notified in writing by May 1.

2. If contract is not received by May 1, it will be assumed that the tenant will not be living in college housing and must move according to terms of lease.

V. Application for Purchase

a. Application in writing may be made to the Business Office for purchase of housing.

1. Renter at time of Application will be given first option to buy. Application should be made prior to April 15 in order that a lease agreement commitment is not made until a decision is reached on the application.

2. Appraisal will be made by an independent appraiser to determine a fair market price for the property. Applicant agrees to pay appraisal fee if property is not purchased.

3. Provided this option is exercised within the first two years of renting the property, 75% of rent previously charged and paid will be applied toward purchase price of the property.

Exhibit I

AGREEMENT FOR DWELLING RENT

These Articles of Agreement, made and entered into this _____day of _____, 19____, between the Trustees of Bethany College, Bethany, West Virginia, Lessor, and _____of Bethany, West Virginia, Lesee.

WITNESSETH:

That Lessor hereby leases to the Lesee the dwelling, located on _____in the town of Bethany, Brooke County, West Virginia, known as _____ from _____ to _____for the sum of $_____. It is understood and agreed that the said Lasee shall pay this stated sum in _____installments of $_____each, the first installment to become due and payable on the _____day of _____, 19____and an installment of like sum to become due and payable on the tenth day of each successive month thereafter, during the term of this lease, the final installment to become due on _____.

(A) All utilities shall be paid by Lesee unless otherwise provided for by Lessor.

(B) Lesee shall be responsible for all damages occasioned by Lesee, their invitees, guests, or agents.

(C) Lesee agrees to pay a deposit equal to one month's rent, refundable at the end of the leasing period, provided Lessor has not applied the deposit to the restoration of property because of damage beyond ordinary wear and tear.

(D) Lesee agrees that failure to pay rent promptly when due, or to properly care for the said property and premises, or otherwise fail to comply with the terms of this lease and contract, Lessee shall, thereby forfeit to Lessor all rights and privileges to said premises and thereupon the Lessor may, with notice, on demand, re-enter and take peaceable possession of said property and premises and Lesee shall yield property broom clean, ordinary wear and tear excepted.

(E) Lesee agrees to hold Lessor harmless against all claims for damage to person or property occasioned by the occupation of and use of the property by Lesee.

(F) Lesee shall not sublet the premises without the prior written consent of the Lessor and which consent shall not be unreasonably withheld. Ordinarily the property may not be sublet for occupation by more persons than contemplated by the original lease.

(G) Lesee agrees to vacate the premises no later than thirty days after completion of the semester in which the last contract has been made.

(H) The following provisions also apply to the terms of this lease. The Lessee agrees to:

IN WITNESS WHEREOF, we have thereunto subscribed our names:

Trustees of Bethany College

_____ By _____
Signature

_____ _____
Signature Title

_____
Date